



No Child Left Behind (NCLB)

***FY 2004 Final Report/
Carry-Over Application
DIRECTIONS***



No Child Left Behind (NCLB)
Fiscal Year 2004
Final Report/ Carry-Over Application
DIRECTIONS

FINAL REPORT

The following pages must be submitted for the **Final Report**:

- Title Page
- Budget Summary: Report actual expenditures incurred during the project period.
- Budget Detail: Report actual expenditures incurred during the project period.
- Budget Detail/Administrative Expenditures: Report administrative expenditures incurred, *if applicable*
- Flexibility Provisions – Transfer Details – Expenditures: Report, by Title, expenditure of funds that were transferred into other Titles
- Federal Equipment Inventory: Complete if equipment was purchased for more than \$2,000.

NOTE: All pages, except the ***FLEXIBILITY PROVISIONS –PROPOSED*** page, must be signed by the LEA's Business Administrator

CARRY-OVER APPLICATION

The following ***additional*** pages must be submitted **if submitting a Carry-Over Application**:

- Budget Summary – Proposed: Report proposed expenditures to be incurred during the next project period.
- Budget Detail – Proposed: Indicate proposed expenditures to be incurred during the next project period. Reference the Program Plan activity numbers (column 6) from the FY 2004 NCLB approved application, describing activities to be supported through carry-over funds in the "Justification Codes" column.
- Budget Detail – Proposed Administrative Costs: Indicate proposed expenditures, *if applicable*
- Flexibility Provisions – Transfer Details – Show revised fund transfers, if applicable
- Program Plan: Complete updated FY 2004 NCLB Program Plan pages *only* if the carry-over funds will be used to support activities not described in the FY 2004 NCLB approved application or a subsequently approved amendment.

NOTE: Verify that all budgetary constraints are met:

- In FY 2004, no more than 5 percent of Titles I, II, IV and VI funds, nor 2 percent of Titles III and IV funds, may be used for administrative costs. The administrative expenditures plus the proposed administrative carry-over for FY **2004** are similarly restricted.
- For LEAs awarded \$50,000 or more in Title I, the carry-over may not exceed 15% of the amount without a waiver within a three-year time period.
- Title IV funds cannot exceed 25% of the approved Title IV amount without an acceptable explanation.

NOTE: All pages, except the *FLEXIBILITY PROVISIONS –PROPOSED* page, must be signed by the LEA's Business Administrator

<i>FINAL REPORT/CARRY-OVER APPLICATION – TITLE PAGE</i>
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- Check appropriate box to indicate if LEA is an individual applicant or a consortium The LEA Business Administrator applicant.
- Check type of report submitted (Final Report for FY 2004 and/or Carry-Over Application for FY 2004). Check both boxes if LEA is requesting to carry over funds into the next project period.
- Complete project code with LEA's four-digit district code.

Items 1-4. Complete all identifying information.

Item 5. Enter the award amount for each Title from the LEA's originally approved application Title Page (item 6f).

Item 6. Enter the amount expended for each Title during the project period (9/1/2003 - 8/31/2004).

Item 7. Subtract the amount in item 6 from the amount in item 5 and enter the difference.

Item 8. Enter the unexpended balance amounts from item 7 if applying to carry forward funds into the next project period.

Item 9. Subtract item 8 from item 7 and enter the amount to be returned to NJDOE. Enclose a check for the indicated amount payable to ***Treasurer, State of New Jersey***, and submit with a copy of the first page of the report to:

**Department of Education
Office of Budget and Accounting
Revenue and Grant Services
PO Box 500
Trenton, NJ 08625-0500**

Item 10. Total each column.

Item 11. Provide a brief, but specific, description of why all funds were not expended/obligated within the project period. **This must be completed if funds are indicated in item 7 or item 8.**

Item 12. Signature of Board Secretary and Board Approval date (if requesting to carry over funds). Submit a copy of the board resolution if the Carry-Over Application is submitted prior to the board approval date.

Item 13. Signature of Chief School Administrator and date.

Item 14. If requesting to carry over funds, consortium applicants must check box to confirm that all participating districts agree with the Carry-Over Application.

FINAL REPORT – BUDGET SUMMARY – EXPENDITURES

- Complete the identifying information including project code with LEA's four-digit district code.
- By expenditure category, indicate the amounts *expended* during the project period. Enter subtotals and total amounts. ***Round off to the nearest dollar.***
 - Equipment (items costing more than \$2,000.00) listed under 400-731 and 400-732 must be itemized on the Federal Equipment Inventory page.
- The Grand Total for all expenditures must equal the expended amount entered on the Title Page, item 6.

FINAL REPORT – BUDGET DETAIL – EXPENDITURES

- Complete identifying information including project code with LEA's four-digit district code.
- Provide detail to match entries on the Budget Summary page. Include the function/object codes, expenditure categories, a description of the expenditures, and the amount expended. ***Round off to the nearest dollar.***
- Where salary is allocated for TPAF employees, **ensure the minimum percentage for FICA has been expended/obligated for 200-200.** (For FY 2004, the TPAF amount was zero.) For those employees working for more than their base salary (i.e., stipends), an additional 7.65 percent of the wages in excess of the base salary must be budgeted for FICA.
- The totals for each GAAP code must match the totals listed on the Budget Summary – Expenditures page.
- The Grand Totals must equal the amounts listed on the Title Page, item 6, and the Total Project Expenditures on the Budget Summary – Expenditures page.

TRANSFER DETAIL - EXPENDITURES

- List all transferred funds expended under each new Title.

FINAL REPORT – BUDGET DETAIL – ADMINISTRATIVE EXPENDITURES

- Follow the same directions as the Final Report – Budget Detail – Expenditures page. Show *only* administrative costs incurred. Administrative costs must be listed on this page.

FINAL REPORT – FEDERAL EQUIPMENT INVENTORY

- Complete identifying information including project code with LEA’s four-digit district code.
- All columns must be completed for each piece of equipment costing more than \$2,000 purchased with federal program funds covered by this application.
- The total of the unit acquisition costs listed must equal the equipment costs listed on the Budget Summary and Budget Detail pages under expenditure categories 400-731 and 400-732.
- If the equipment does not have a serial number, an identification number must be assigned.
- For items partially funded, indicate the total unit acquisition cost, the NCLB cost *by each Title* and the percentage of NCLB funds utilized by Title.

CARRY-OVER APPLICATION

Use whole dollars if expenditure funds were rounded off to the nearest dollar.

CARRY-OVER APPLICATION – BUDGET SUMMARY – PROPOSED

- Complete the identifying information including project code with LEA’s four-digit district code.
- By expenditure category, indicate the amounts budgeted for carry-over. Enter subtotals and total amounts.
- The Proposed Expenditures must equal the Proposed Carry-Over amounts entered on the Title Page, item 8.

CARRY-OVER APPLICATION – BUDGET DETAIL – PROPOSED

- Complete the identifying information including project code with LEA’s four-digit district code.
- Provide detail to match entries on the Carry-Over Application – Budget Summary – Proposed page. Include the function/object codes, expenditure categories for the activities supported by the project, a description of the expenditure, and the amount proposed.
- Where salary is allocated for TPAF employees, **ensure that 15 percent for TPAF/FICA has been budgeted for 200-200.** For those employees working for more than their base

salary (i.e., stipends), an additional 7.65 percent of the wages in excess of the base salary must be budgeted for FICA.

- The totals for each GAAP code must match the totals listed on the Carry-Over Application – Budget Summary – Proposed page.
- Justification Column: Enter the codes from the approved Program Plan that support the proposed activities.
- The Grand Totals must equal the amounts listed on the Title Page, item 8, and the Total Proposed Project Costs on the Carry-Over Application – Budget Summary – Proposed page.

<p style="text-align: center;"><i>CARRY-OVER APPLICATION – BUDGET DETAIL – PROPOSED</i> <i>ADMINISTRATIVE COSTS</i></p>

- Follow the same directions as the Carry-Over Application – Budget Detail – Proposed page. Show only *proposed* administrative costs. Administrative costs must be listed on this page.
- **Note:** Expended administrative costs plus any proposed administrative carry-over must not exceed the maximum allowable percentage for FY 2004, that is, 5 percent of the original approved award for Titles I, II, V and VI, and 2 percent for Titles III and IV

<p style="text-align: center;"><i>FLEXIBILITY PROVISIONS –PROPOSED and TRANSFER DETAIL - PROPOSED</i></p>
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- On the Flexibility Provisions page, complete the identifying information including project code with LEA's four-digit district code. On this page show *only* proposed costs being transferred between Titles, if applicable. ***All transfer restrictions and limits apply.***
- On the Transfer Detail page, list funds under the original Title and indicate with a minus sign. Correspondingly, list funds under the new Title and indicate with a plus sign.
- In the description/itemization column, flag the transfer by indicating where the funds will be actually used and list the amount with a plus sign.